

2 NOV 1967

TASK FORCE ON ADMINISTRATIVE AUTHORITIES

1. OBJECTIVE

"Make sure that the travel expenses, allowances, and other fringe benefits provided to Agency employees are as favorable as those provided in existing laws or in laws hereafter enacted for other government employees in similar circumstances."

2. BACKGROUND

The Director has approved the use of the Agency's statutory authorities to adopt the administrative authority (except salary) of the Foreign Service Act or any other laws determined to be necessary for the administration of the Agency.

3. TASK

The Task Force should review existing Agency authorities in this field and recommend to the DDS what changes, if any, are appropriate.

4. ASSUMPTIONS

- a. In order for the Task Force to meet its responsibility of recommending when appropriate the adoption of other administrative authorities for the "proper administration of all employees of the Agency," it should study and propose desirable policy changes, including solutions to administrative problems that have been experienced by DDS or other Agency elements.
- b. The Task Force's responsibility to consider the adoption of the Foreign Service Act or other authorities implicitly includes the responsibility to consider and propose appropriate administrative changes or policy proposals, irrespective of the implementing administrative authority that would be required, i.e., existing Agency legislation or adoption of some external authority.
- c. The Agency's decision to adopt the administrative authority of laws other than its own "determined to be necessary for the proper administration of all employees of the Agency" should be construed as the right to adopt such authorities as sources of whatever proposals are

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determined to be specifically applicable to this Agency, consistent with its precise needs, cover circumstances, and security conditions. The decision to adopt other administrative authorities when necessary should not be construed to mean that the Agency will be required to adopt en toto the specific programs, policies, and requirements as they are administered within the agency or agencies having the administrative authority to be adopted.

5. SUGGESTED PROCEDURES FOR CONSIDERATION BY TASK FORCE

- a. The Task Force could begin its activity by conducting a comprehensive review of possible administrative policy and problem areas requiring attention and evaluation.
- b. To make this comprehensive review in an expeditious manner, the members of the Task Force could obtain within their respective Offices the views of Division officials as to what administrative proposals or policies should be brought to the attention of the Task Force.
- c. In order that we might profit as a group from the expertise and experience of the Divisions, we could uniformly require responders to prepare a written statement on each proposal as follows: (1) statement of proposal; (2) comments (including if known and as applicable: reasons, problems experienced, use by other agencies, costs, and administrative authorities); and a draft regulatory revision. Preparation of the latter could be deferred until after the Task Force's consideration and action on the proposal whenever time would be a factor (e.g., more than a week delay would be encountered).
- d. After checking with the Office Heads, each member of the Task Force could then submit his material for inclusion on the agenda, when appropriate as it is received rather than waiting for all of the Divisions to reply.
- e. The Task Force could solicit in a similar manner the views of the DDS Offices not represented in the group.
- f. The Task Force could solicit the views of key officials in other Directorates on its draft report (or draft reports if periodic reporting is indicated by our deliberations) and could invite them to submit additional proposals. We could do this at the outset or after we had developed our draft report(s), preferably the latter.

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- G. The Task Force could cover the following in its report, or reports, to the DDS: (a) policy or problem solving recommendations; (b) implementing administrative authorities; (c) proposals not approved and (d) items brought to the Task Force but not considered (e.g., procedural issues that could be resolved in the regular regulatory process).

6. TIME:

If the Task Force meets the hopes and expectations of the DDS, it will have to act as quickly as possible in doing a comprehensive job. This means we will have to function as a working group meeting fairly often with a prepared agenda (consisting of materials submitted by the respective members, as discussed above). Once a week for two to three hours could be set as the routine.

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